

TOPAS

Traffic Open Products and Specifications

This document should be read in conjunction with the TOPAS Guidance for Technical Assessors.

The Role

The role of the Technical Assessor is to validate that the Technical File submitted by the Applicant is a complete and fair representation of the status of their product against those TOPAS specifications for which they seek registration.

The role does not require undertaking any testing, detailed review of the content of test results or documents or certification or other analysis beyond that information presented in the Technical File by the Applicant.

The Process

An Applicant will submit a Technical File for each product to the Technical Assessor together with the TOPAS specifications which it intends to register against. That Technical File shall include a compliance matrix against the clauses of the specifications for which registration is being sought and shall also include that information required by Appendix Z of those specifications. This process is outlined in full in TOPAS 0600.

It is a necessary precursor of any Application that products meet National and International standards and all legal requirements over and above any requirements of the TOPAS specifications. Applicants must ensure that they are fully compliant with UK law.

The Applicant shall, in addition to their Technical File, also provide a Declaration of Conformity which asserts their compliance with the specifications and identifies all discrepancies, non-compliances or other topics where they don't fully meet the specification. The role of a technical assessor is to consider whether this is a fair accurate and complete statement of the status of the application and,, if it is, to

sign it off so that the applicant can then forward it to the TOPAS administrator for addition to the TOPAS Product Register.

The Declaration of Conformity consists of four pages – The formal declaration - to be signed by the applicant and, where indicated, by the technical assessor, and two appendices - which must also be completed (or marked N/A) by the applicant and also signed by the technical assessor.

If the technical assessor is not satisfied by any part of the Technical File or Declaration of Conformity then in the first instance they shall liaise with the Applicant and where resolution can not be achieved, they shall refer to TOPAS for advice and guidance.

It should be noted that in addition to a core set of requirements, some specifications include a number of optional appendices or sections and it is acceptable to only seek registration against a certain number of these optional items. This does not preclude the need to meet mandated and core requirements of specifications.

The Deliverables

To satisfy the TOPAS requirements the Technical Assessor need only countersign the Applicant's Declaration of Conformity and appendices thereby indicating that they are satisfied that the Technical File meets the criteria set down in the appropriate TOPAS specifications.

Any other reports, information, output, etc. that the Technical Assessor may generate are for the benefit of the Applicant and the Technical Assessor's commercial relationship with the Applicant. TOPAS does not need to see such material. However, where an applicant considers this should be produced, then it may be submitted with the TOPAS application.

Criteria for Competency as a Technical Assessor

In order to fulfill the role of Technical Assessor effectively it is desirable that the organisation performing the technical assessment has an awareness of the purpose, functionality and roles of road traffic control and VMS equipment and has some level of familiarity with the TOPAS specifications against which applicants are seeking registration.

The task is however largely an administrative one, requiring only that the Technical File and the Declaration of Conformity are compared with the requirements of the TOPAS Specifications, although where there are non-compliances, these will need to be viewed against the criteria to ensure they are plausible and not in breach of other regulations

Caveats and exceptions relate only to those areas of the TOPAS specifications themselves.

Other Services that may be offered by Technical Assessors

Technical Assessors are not precluded from providing other services to Applicants, for example testing of equipment or analysis of technical files prior to submission for the TOPAS process. Consideration should be given to any possible conflict of interest between independent services and the Technical Assessment role.

If a product application is submitted to TOPAS for registration and is deemed insufficiently compliant it will be identified on what basis. However, it must always be borne in mind that TOPAS is not the ultimate product purchaser and as such it needs to remain as impartial as practicable, including using only that evidence supplied by the manufacturer and the verification of the submission by the technical assessor, although the purpose of TOPAS is to support the maintenance of standards in the UK.

The responsibility of manufacturing and purchasing products which are beyond or below standard is not a matter that TOPAS or any technical assessor can determine.

Where TSRGD identifies a particular version of a standard, it is vital that the standard is identified in the results of the tests required, since that is the legal requirement. If this is not supplied, then neither the assessor nor TOPAS can satisfy themselves that the statements made are statements of compliance to that particular requirement. Therefore the version of the standard must be stipulated along with the version of the TOPAS specification in any paperwork presented to the technical assessor.

Where a technical assessor has queries regarding the paperwork received, then they should consult directly with the applicant, unless there is a question regarding the specification that needs clarity from TOPAS. When the assessor provides guidance, this is not required to form part of the paperwork submitted to TOPAS.

END

19/2/20